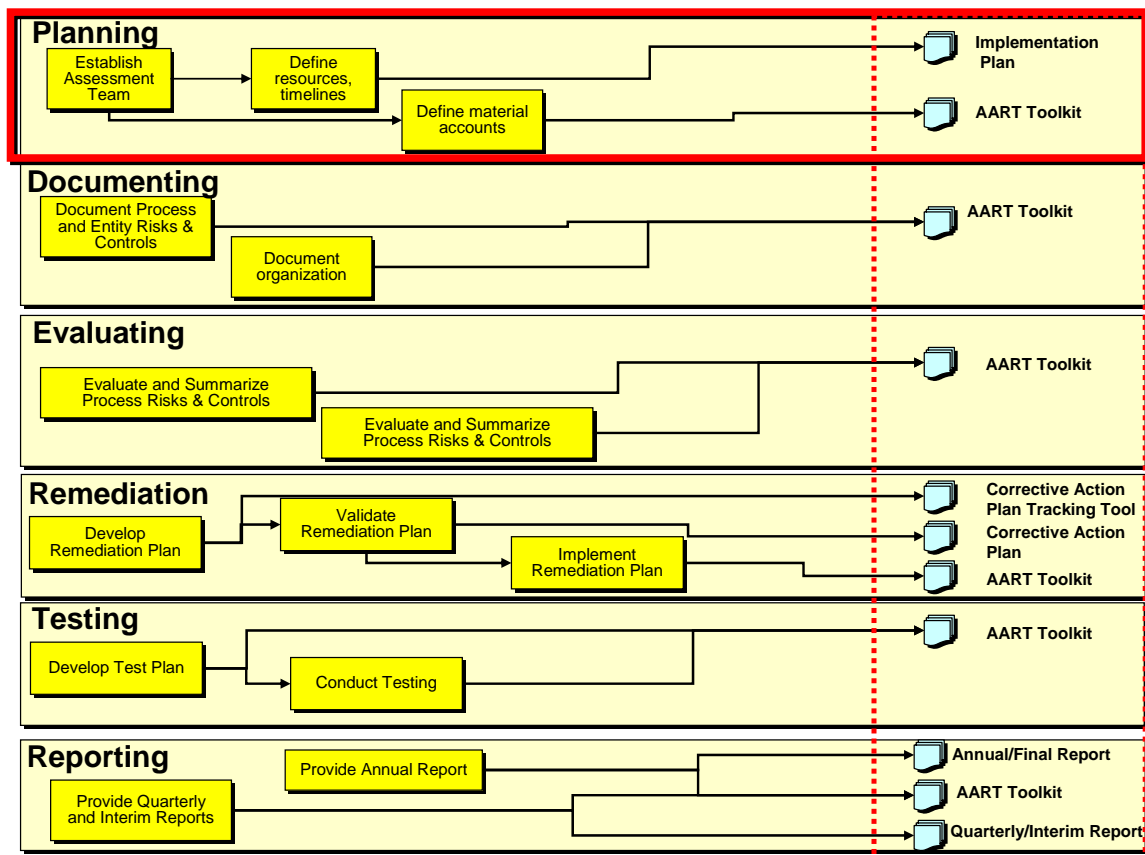




Quick Start Guide 1– Planning



Purpose	<ul style="list-style-type: none"> Determine the scope of the assessment and set implementation schedules. Establish the process for evaluating internal controls over financial reporting related to departmental financial statements to withstand the rigors of audit.
Key Activities	<ul style="list-style-type: none"> Establish Assessment Team Determine Oversight and Management Strategy Complete Implementation Plan
Required Templates	<ul style="list-style-type: none"> Implementation Plan (Form & Content) AART Toolkit



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PROCEDURES



DEFINITIONS

For a list of definitions, see Definitions section at end of guide.



For all Required Templates, the light blue cells indicate entry fields.

A. Assessment Team and Oversight Strategy

1. Establish the Assessment Team:

Each A-123 Project Lead will establish an Assessment Team responsible for overseeing the implementation of OMB A-123, Appendix A, for their organization. The Assessment Team will also be responsible for providing oversight of the A-123 implementation for any of its cognizant offices. The Assessment Team should consist of representatives from a cross-cut of the organizational structure. The model for identifying members of the Assessment Team should be based on the CFO Council Implementation Guide recommendations for the Senior Assessment Team.



Unless otherwise noted, the Assessment Team or its designated representative(s) will perform each step in this guide.

2. Identify cognizant offices (for example, the LPSO must identify their Field Offices and Sites, and the Field Office must identify their Sites).
3. Coordinate the A-123 assessment with the LPSO/FO/Site A-123 Project Leads

NOTE: LPSOs must also coordinate with other Cognizant Secretarial Offices if they provide significant funding to the Field Offices and Sites overseen by the LPSO.



An A-123 Contact List and a listing of the A-123 reporting and assurance structure is available on the CFO A-123 Website.



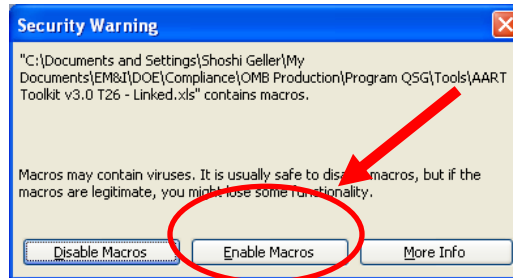
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MACROS

When first opening the AART Toolkit, a Security Warning prompt may pop up asking if macros should be enabled. Always select 'Enable' to ensure the tool will work properly.



If this prompt does not appear (or other prompts appear), review the A-123 FAQ on the A-123 Website for further guidance.

4. Prepare the AART by filling in the Attester¹ field in the Rollup AART worksheet

Figure 1

AART: Rollup		VERSION 3.1		NNSA Administration-Rollup		NNSA Administration											
NNSA Administration																	
PGM	NNSA			PGM-NNSA		PGM-NNSA											
Attester																	
Overall Assurance																	
Material Account		Acct Status		MA	EC	B2	P2	Q2	P2	ERM	MA	EC	B2	P2	Q2	P2	ERM
Balance Sheet																	
Intragovernmental Fund Balance with Treasury																	
Intragovernmental Investment																	
Intragovernmental Regulatory Assets																	
Accounts Receivable, Net																	
Nuclear Materials																	
Strategic Petroleum and Northeast Home Heating Oil Reserve																	
General Property, Plant and																	
▶ ▶ Site AART Rollup AART ECS-Assess ECS-Test PCS-Assess PCS-Test Assessment Team																	



LPSOs and Field Offices will receive custom AART toolkits from HQ with pre-populated Field Office and Site names. Be sure to review the information and notify the A-123 Helpdesk if a change is necessary.

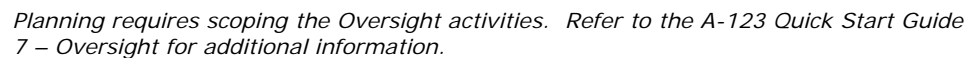
Instructions for the Rollup process can be found in the Evaluating Quick Start Guide.

¹ When entering the names of attesters, enter the name in the middle cell of the block.

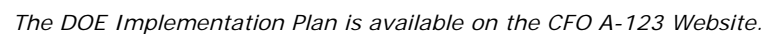


5. (OPTIONAL) Record Assessment Team contact information in the Assessment Team worksheet.

6. Determine resource requirements and resource plan specifically identifying any support contractor services. Resources will likely change as the process evolves.
7. (Oversight) Determine the methodology and protocol to use to review Field Office and Site A-123 Assessment and Reporting Tools (AARTs). Consideration should be given to the following factors:
 - *Staffing of the review;*
 - *Frequency of review;*
 - *Depth of review*



- Key milestones and dates should be established that at a minimum conform to the DOE Implementation Plan schedule.





Quick Start Guide 1 – Planning

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★ **B. Assessment Strategy**

1. Determine whether your office must perform a Process Control Assessment (PCA) in addition to an Entity Control Assessment (ECA):

All offices affecting material accounts must perform a PCA and an ECA assessment. The PCA assessment evaluates processes or sub-processes that relate to the A-123 implementation. Some offices may not have such processes and will therefore not be required to evaluate complete a PCA, but this is generally limited to LPSOs.

(Oversight) In addition, LPSOs should consider whether they have Headquarters processes, not already addressed by HQ CFO, that impact the accounts determined to be material to the Department's financial statements.



An ECA considers program-wide controls such as those surrounding the general Control Environment, Control Activities, Information and Communication, Risk Assessment, and Monitoring. A PCA considers process controls related to specific activities that impact the accounts determined to be material to the Department's financial statements.



2. Prepare the Site AART Worksheet by entering the Attester in the Attester field on the Site AART and reviewing the Material Accounts determined to be applicable within the MAD column.

AART: Site															3.1						
PGM Legacy Management										AART Type					PGM						
Attester Constance Genne										PGM Codes					LM						
Rating										B2C					P2P			Q2C		P2A	
Process Cycle										General Ledger Management					Acquisition			Revenue		Property Management	
MAD										Funds Management					Inventory Management			Receivable Management		Project Cost Management	
P2P										FBVT					Payable Management			Travel		Seized Property Management	
Q2C										Cost Management					Grants			Loans		Insurance	
P2A										ERIM											
Debt																					
Deferred Revenue and other credits																					
Environmental Liabilities										Y											
Pension and other actuarial liabilities										Y											
Other liabilities																					
Contingencies and commitments																					
Unexpended appropriations																					
Statement of Net Cost															3.1						
Site AART															3.1						
ECS-Assess / ECS-Test / PCS-Assess / PCS-Test / Assessment Team / Field Office - Site Acronyms															3.1						

The custom LPSO AART is "pre-populated" for the accounts determined to be material for the Department as a whole. Those LPSOs that have Material Accounts already defined will find a 'Y' in the MAD column.

3. Determine the protocol to be used to perform the ECA and/or the PCA. Consideration should be given to the same factors listed in Section A.7 of this Guide. The methodology for actually conducting the ECA/PCA assessment is discussed throughout the Quick Start Guides.





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C. Complete Implementation Plan

1. Determine the Scope of the A-123 Implementation:

Based on the information derived from Sections A and B of this Guide, determine a high level scope and timeline for the Implementation Plan. Plans must closely align with the DOE Implementation plan.

2. Complete Implementation Plan:

Produce an A-123 Implementation Plan. A required Form and Content template has been provided. This template can be found on the CFO A-123 Website (this template is specific to Site/FO/LPSOs, be sure to download the appropriate version).



The Implementation Plan will be included as part of the Reporting Phase.



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REFERENCES

See CFO A-123 Website for suggested reading material:

OMB A-123 Appendix A
CFO Council Implementation Guide for OMB Circular A-123
Financial Audit Manual (GAO-01-765G)
DOE OMB Circular A-123, Appendix A, Implementation Plan
DOE Interim Guidance for OMB Circular A-123
FY 2005 Audit Report
FY 2005 Management Letter

ADDITIONAL INFORMATION

Refer to the CFO A-123 website which will be updated with the latest materials including tools, FAQs and additional reading material.

(<http://www.cfo.doe.gov/progliaison/doeA123/index.htm>)

DEFINITIONS

Word	Definition
Attester	The person who will be required to affirm the authenticity of information for the LPSO.
Implementer	The person responsible for executing the activities to support the Attester's affirmation.
Field Office (FO)	Location where the Site Assessment Team manages the A-123 Implementation for its Sites. Only the Field Office provides assurance to the LPSO.
Site	Unit of a Field Office including the Field Office federal activities and its contractors (both integrated and non-integrated). Predefined by Headquarters.
Headquarters Element	Lead Program Secretarial Office or Headquarters Business Program that is affected by the financial reporting requirements of OMB A-123, Appendix A.
Lead Program Secretarial Office (LPSO)	Headquarters Element whose cognizance includes those Field Offices that are affected by the financial reporting requirements of OMB A-123, Appendix A. These LPSOs provide oversight activities to Field Offices that directly impact the accounts determined to be material to the Department's financial statements.
Cognizant Secretarial Office (CSO)	Headquarters Elements that provide significant funding to Field Offices overseen by the LPSOs.



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NEXT PHASE

